

Virginia Department of Social Services
Division of Licensing Programs
STATEMENT OF INTENT

The Statement of Intent and supporting documentation must be submitted 60 DAYS prior to beginning operation, and at least 30 DAYS prior to the anniversary date of the current exemption. This form **MUST BE SIGNED** by an administrator of the religious institution such as a pastor, priest, rabbi, or an officer of the board of directors of the religious institution. Further information on completing this form is available in the Information for Religiously Exempt Child Day Centers ([hyperlink](#)) document.

Section I. – Please provide the information requested below.

Name of Religious Institution
Address of the Religious Institution
Name and Title of Administrator of the Religious Institution
Telephone Number of the Administrator of the Religious Institution
Religious Institution Tax ID Number

Name of Child Day Center Operated by the Religious Institution		
Address of the Child Day Center Operated by the Religious Institution		Center Telephone Number
Mailing Address (if different from physical address)		
Website		
Center Contact Person and Title		
Center Contact Phone Number		Center Email Address
Requested Number of Children	Age Range of Children	Hours and Days of Operation

Center Name	Operated by
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Section II. – Please describe how the child day center named above is operated under the auspices of the religious institution named above. “Under the auspices” means that the religious institution is offering the child day center protection, support, patronage, guidance, or aid. Please attach additional documentation if necessary. (Additional information may be required if the description is insufficient or incomplete.)

Center Name	Operated by
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Section 63.2-1716 of the Code of Virginia requires that if such religious institution chooses not to be licensed, it shall file with the Commissioner, prior to beginning operation of a child day center and thereafter at least 30 days prior to the anniversary date of the current exemption , a statement of intent to operate a child day center, certification that the child day center has disclosed in writing to the parents or guardians of the children in the center the fact that it is exempt from licensure and the qualifications of the personnel employed by the child day center.

Section III. – Please attach to this Statement of Intent documentary evidence that:

- ☐ 1. The religious institution has tax exempt status as a nonprofit religious institution in accordance with § 501(c) of the Internal Revenue Code of 1954, as amended, or that the real property owned and exclusively occupied by the religious institution is exempt from local taxation.
- ☐ 2. Within the prior 90 days for the initial exemption and within the prior 180 days for exemptions thereafter, the local health department and local fire marshal or Office of the State Fire Marshal, whichever is appropriate, have inspected the physical facilities of the child day center and have determined that the center is in compliance with applicable laws and regulations with regard to food service activities, health and sanitation, water supply, building codes, and the Statewide Fire Prevention Code or the Uniform Statewide Building Code.
- ☐ 3. The child day center employs supervisory personnel according to staff to child ratio requirements *by completing a Staff - Child Ratio Information Sheet or its equivalent.*
- ☐ 4. Each person in a childcare supervisory role has been certified by a practicing physician or physician assistant to be free from any disability which would prevent him from caring for children under his supervision *by completing a Staff Health Report or its equivalent.*
- ☐ 5. The following aspects of the child day center's operations are described in a written statement to the parents or guardians of the children in the center and made available to the public: physical facilities, enrollment capacity, food services, health requirements for the staff and public liability insurance.

Section IV. – I certify that the Child Day Center has established and implemented procedures for:

- ☐ 1. Hand washing by staff and children before eating and after toileting and diapering.
- ☐ 2. Appropriate supervision of all children in care, including daily intake and dismissal procedures to ensure safety of children.
- ☐ 3. A daily simple health screening and exclusion of sick children by a person trained to perform such screenings.
- ☐ 4. Ensuring that a person trained and certified in first aid is at the center whenever children are present.
- ☐ 5. Ensuring that all children in the center are in compliance with the provisions of § 32.1-46 regarding the immunization of children against certain diseases.
- ☐ 6. Ensuring that all areas of the premises accessible to children are free of obvious injury hazards, including providing and maintaining sand or other cushioning material under playground equipment.
- ☐ 7. Ensuring that all staff are able to recognize the signs of child abuse and neglect.

Center Name	Operated by
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Section V. – I certify that the Child Day Center complies with the following requirements:

- ☐ 1. The child day center named above is operated under the auspices of the religious institution named above.
- ☐ 2. I am in receipt of, have read, and shall comply with the requirements of Section 63.2-1716 of the Code of Virginia.
- ☐ 3. I am not currently ineligible to operate another child welfare agency due to a suspension or revocation of the license or license exemption for reasons involving child safety or any criminal conviction, including fraud, related to such child welfare agency.
- ☐ 4. Section 63.2-1724 relating to background checks requiring all applicants for employment, employees, applicants to serve as volunteers, and volunteers and any other person who is expected to be alone with one or more children enrolled in the child day center to obtain a background check and comply with requirements in the Background Checks for Child Welfare Agencies regulation (22VAC40-191).
 - Background checks include:
 - A sworn statement or affirmation;
 - A fingerprint based national criminal history search;
 - A search of the child abuse and neglect registry in Virginia;
 - A search of the child abuse and neglect registry in any other state a person has lived in the past five years.
- ☐ 5. Section 63.2-1509 of the Code relating to the reporting of suspected cases of child abuse and neglect.
- ☐ 6. Chapter 3 (§ 46.2-300 et seq.) of Title 46.2 regarding a valid Virginia driver's license or commercial driver's license; of Article 21 (§ 46.2-1157 et seq.) of Chapter 10 of Title 46.2, regarding vehicle inspections; ensuring that any vehicle used to transport children is an insured motor vehicle as defined in §46.2-705; and Article 13 (§ 46.2-1095 et seq.) of Chapter 10 of Title 46.2, regarding child restraint devices.

Signature and Title of Administrator of the Religious Institution

Printed Name

Date